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SAPC-25640  
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21 March 1958

Ramo-Weoldridge Corporation  
Los Angeles 45, California

Gentlemen:

1. Reference is made to your letter GMCC Dec. No. 151X5.1006 dated 4 March 1958 and our letter No. 22550 of 20 December 1957 which forwarded to you recommendations of our Property Auditor.

2. Reference letter has been reviewed and the action being taken was found to be generally in accord with the Auditor's recommendations. Accordingly, we concur in the action being taken and the estimated completion date of 31 August 1958.

Very truly yours,

25X1A

**Contracting Officer**

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Pls see the 57

Dear Dan:

The following actions are being taken in connection with the recent Government property survey, and cover generally all of the items discussed in the numbered Schedules listed in the Auditor General's letter of 6 December 1957.

Sched 1

1. We will take a complete physical inventory of all Government property in the division by MJO and reconcile it with Government property cards.
2. We are formulating and publishing complete division Government property procedures to cover the following:
  - a. Contractor identification of property *Schedule 4*
  - b. Cycle, termination and completion inventories
  - c. Recording, transport, storage, disposition and/or transfer of government property
  - 7 d. Design and definition of record cards, removal passes, et cetera *Schedule 6*
  - 7 e. Tagging procedures *Schedule 4*
  - 7 f. Review of all releases for propriety of the *Schedule 1* Government property designation
  - 7 g. Follow-up to insure equipment removed from *Schedule 6* the contractor's facility is returned, or disposition reported for appropriate action.
3. We will remove all accountable records from the control *Schedule 8* of individuals who have access to Government property

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storerooms and maintain these records in the Government <sup>S</sup>  
Property Administrator's recording section in locked files.

4. The responsibilities of the division Government Property *Schedule 7*  
Coordinator will be clarified in writing.

All of these actions have been started and it is estimated they will be  
completed before 31 August 1958.

Sincerely,



Sid

JSW  
bqm

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